

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”

OFFICE ASSISTANT/Typing

Permanent Part Time

Salary: \$2143-\$2826 Monthly

Final File Date: Until Filled

LOCATION:

William J. “Pete” Knight Veterans Home-Lancaster
45221 30th Street West
Lancaster, CA. 93536

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

Note:

APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION MAY BE SUBJECT TO CHANGE BASED ON PENDING BUDGET APPROVAL

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.spb.ca.gov.

HONORABLY DISCHARGED VETERANS WHO FALL UNDER EITHER CATEGORY AND MEET THE REQUIREMENTS RATED ON THE JOB AND/OR EXAMINATION ANNOUNCEMENT ARE ENCOURAGED TO APPLY.

Duties/Responsibilities:

Under the general direction of the Hospital General Services Administrator I:

Responsible for routine clerical assignments of the purchasing department, warehouse and transportation department. Prepare correspondence for signature, type purchasing orders and a variety of reports, letters, bulletins and memos. Respond to or route a variety of telephone calls throughout the purchasing department. Use considerable judgment in providing factual information in response to numerous inquiries. Establish and maintain files and prepare summaries of data pertinent

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to the work of the Purchasing department, warehouse and motor pool. Distribute mail and information to other departments. Maintain appointment calendar, arrange meetings, prepare agenda and make adjustments in scheduled meeting times for HGSA I. Make travel arrangements, prepare itineraries and prepares and submits travel claims to Accounting Office.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to:

**William J. "Pete" Knight Veterans Home-Lancaster
45221 30th Street West,
Lancaster, CA. 93536
Attn: Tracy Gatling- M80# 038L 09/10**

Important Note:

*All State applications must be postmarked no later than the final filing date and must reference position#: **576-216-1379-002**. In Line #12 on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process.*

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact Human Resource Office at 661-974-8188. TDD: (916) 653-1966

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

RELEASED: 7.07.10

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